



Grant Transit Authority

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PTBA MEETING MINUTES May 20, 2010 at 7:00 pm

Held at: Ephrata City Council Chambers, 121 Alder St SW, Ephrata, WA 98823

Board Members Present

- Mayor Kathy Bohnet
- Commissioner Carolann Swartz
- Councilman Dick Deane
- Mayor Roldan Capetillo
- Councilman Manuel Guerrero
- Councilwoman Roberta Hensley
- Councilwoman Gina Bernett

Staff Present

- Greg Wright, Transit Manager
- Brandy Heston, Clerk of the Board
- Tina Ovenell, Administrative Assistant
- Michael Wyman, Legal Counsel
- John Friend, Finance Officer

Board Members Absent

- Councilman Philip Isaak
- Councilman Bruce Reim

Citizen Attendance: Please see attached attendance list.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair Mayor Bohnet at 7:00 pm. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, Transit Operations Supervisor/ Clerk of the Board, 7 Board Members present and 2 Board Members absent.

• Board Minutes Approved

Councilman Guerrero made a motion to approve the minutes for April 15, 2010 as presented. Mayor Capetillo seconded the motion, motion unanimously carried.

Councilman Deane made a motion to approve the minutes for the May 12, 2010 Special Board Meeting as presented. Councilman Guerrero seconded the motion, motion unanimously carried.

• Public Comments

NONE

• Transit Managers Report

Greg Wright, Transit Manager, thanked Tina Ovenell, GTA Administrative Assistant, for providing homemade cookies for the meeting tonight.

****Councilman Reim entered the meeting at 7:03 PM**

Grant Transit Authority was recently notified by the Grant County Treasurer that due to a company receiving a large refund in sales tax, Grant Transit Authority must pay back \$304,000. Greg expressed his dissatisfaction that the County Treasurer chose to pay this back in one lump sum rather than over a few payments without making any effort to contact the entities affected by this refund. Commissioner Swartz commented saying that even if the money were to be paid back over time it would have only been a matter of a few months.

Greg noted that in preparation to begin obtaining fuel quotes, per the newly adopted policy, he noticed that GTA has been paying state sales tax on diesel fuel and GTA is suppose to be exempt. John Friend and Greg have begun the initial steps to recover 4 years plus the first 5 months of this year sales tax paid on fuel. The Department of Revenue indicated that it could take approximately 3 months. Greg is estimating that the refund could be somewhere between \$75 - \$100,000. Once confirmation has been received from the Department of Revenue, all fuel cards will need to be replaced so tax is no longer charged to Grant Transit Authority for the died diesel.

Mr. Wright indicated to the Board Members that he has spoken with a Gillig representative asking to delay the production of the one 29' Gillig until fall of 2011. This will give a deliver date into 2012, therefore the match requirement would be able to be put off until 2012. Mayor Capetillo made a motion to approve delaying the production date of the one 29' Gillig until fall of 2011. Councilman Guerrero seconded the motion, motion unanimously carried.

WSDOT representatives came to GTA the end of April to conduct their annual site visit. They reviewed financial records, processes, as well as verifying regulation compliance associated with the receipt of state and federal funds. They recommended that we amend our purchasing policy with graduated authority for purchasing. It was also recommended that a separate line item be identified in our budget specifying that all match money for grants is paid for with Sales Tax income. Greg noted that he will work with John on this.

Greg traveled to Indiana the first week in May for the preproduction visit for the purchase of the two ARBOC coaches. The buses should be ready for delivery mid-June. We hope to have one of the buses at a Board Meeting soon after delivery so everyone can take a look at it.

We received an e-mail from Jerry Ayres at WSDOT notifying us that Senator's Murray and Cantwell both added GTA's two appropriations requests (2 buses and facility funds) to their list that was submitted to the Appropriations Committee. Although Congress has not finalized funding levels for 2011, we know that process is moving forward.

Grant Transit Authority Vanpool had its first ever incident. One of the drivers of a van in Mattawa was parking the van and came a little too close to a parked brand new Toyota Prius. This incident resulted in approximately \$1800.00 damage to the Prius, our van had minor scratches.

• **Treasurers Report, April Voucher Requests Paid**

John Friend, GTA Finance Officer, reported to the Board that there was no sales tax received this month due to the money we are responsible to pay back. Next month will be effected as well. John presented the financial report showing the total expenditures for April at \$324,481.79. Mayor Capetillo made a motion to accept the Treasurers Report and to approve vouchers 6238-6288, in the amount of \$324,481.79. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Contract Provider Report, People For People**

Madelyn Carlson and Sandy Barthlow, People For People, went through a Power Point presentation to the Board of directors.

Jeff Railton, PFP Operations Manager, noted that ridership was down 11% due to increased fares and decrease service hours. Drivers began their new shifts on April 4th. There were a few reports of missed stops or missed passengers and these were quickly investigated and responded to with additional training and disciplinary actions if warranted. With the increase in fares, more people are paying with dollar bills rather than coin. This causes issues with the fare boxes themselves as the bills get caught in the top part of the fare box and can be seen by anyone. Maintenance came up with a tool for the drivers to use to stuff the bills down into the fare boxes. Drivers and staff received 106 hours of combined classroom, service and route training over the last month.

David Gates, PFP Maintenance Supervisor, noted that there were 5 road calls over the past month for various reasons. 38 Work Orders were completed during this reporting period, 13 PM's completed and no repeat repairs were performed this reporting period.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, noted that the bid was awarded to Graham Construction and we are simply waiting for signed contracts now. We anticipate ground breaking will be less than 30 days out. A Construction schedule will be given to all Board Members. A web site will also be kept up to date with the construction progress, keeping the community informed. Darryl stated that the architects are finalizing the civil design right now and that he is hopeful that the permits will be ready by tomorrow or early next week.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- **Resolution No. 10-10, GCA 6163 First Amendment**

This amendment is regarding the reporting requirements. Mayor Capetillo made a motion to approve Resolution No. 10-10, GCA 6163 First Amendment. Councilman Guerrero seconded the motion, motion unanimously approved.

- **Resolution No. 10-11, Grant County PUD Easement**

Commissioner Swartz made a motion to approve Resolution No. 10-11, Grant County PUD Easement. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-12, Garda**

Greg explained the security risks involved when two of the three GTA staff members go out to collect the fare box revenue each time. Not only will contracting with Garda be less expensive, but will reduce GTA's risk considerably. Councilman Guerrero made a motion to approve Resolution No. 10-12, Garda Agreement. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Dump the Pump**

Dump the Pump is a National Event sponsored by the American Public Transportation Association, APTA. In years past the Grant Transit Authority Board of Directors has approved a fare free day in observation of this event. Mayor Capetillo made a motion to approve a fare free day on Thursday, June 17, 2010, in observation of Dump the Pump. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-13, City of Moses Lake Easement**

The City of Moses Lake may possibly have a few minor changes, but in an effort to get the construction project underway, it is requested that the Easement be approved with the understanding that minor changes may need to be made and approved by staff and the Board Chair. Councilman Deane made a motion to approve Resolution No. 10-13, City of Moses Lake Easement. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Resolution No. 10-14, Contract with Graham Construction**

After a short discussion Councilman Guerrero made a motion to approve Resolution No. 10-14, Contract with Graham Construction. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Other**

Greg Wright noted that the People For People bill for the month of April can in \$42,000 less than the previous month. This is due to the service changes that were implemented on April 4, 2010.

Mayor Capetillo made a motion to adjourn the GTA Board of Directors Meeting. Commissioner Swartz seconded the motion, motion unanimously carried.

Meeting was adjourned at 8:20 pm.

Attested:

Brandy J. Heston
Transit Operations Supervisor/Clerk of the Board

I certify that this is a true copy of the accepted GTA meeting minutes.

Board Member